



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Director  
Employee Benefits

**Nicole Fleck**  
Labor Negotiator

REVISED 9/12/2022

### Job Evaluation Report

City Service Commission Meeting: September 13, 2022

#### Health Department

| Current   | Recommended  |
|---|--|
| Violence Reduction and Prevention Program Director<br>PR 1IX (\$76,988 - \$107,782)<br>FN: Appointment may be at any rate in the pay range with the approval of DER and the Chair of Finance and Personnel.<br>(One Position) | Violence Reduction and Prevention Program Director<br>PR 1IX (\$76,988 - \$107,782)<br>FN: Recruitment is at \$78,849 and may be at any rate in the pay range with the approval of DER and the Chair of Finance and Personnel.<br>(One Position) |
| New Position<br>(One Position)  | Office of Violence Prevention Operations Manager<br>PR 1HX (\$72,244 - \$101,137)<br>FN: Recruitment is at \$75,402 and may be at any rate in the pay range with the approval of DER.<br>(One Position)  |
| Family Injury and Violence Prevention Manager<br>PR 2HX (\$55,962 - \$78,342)<br>(One Position)   | Family Violence Prevention Manager<br>PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER.<br>(One Position)   |
| New Position<br>(One Position)  | Suicide Prevention Manager<br>PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER.<br>(One Position)   |
| ReCAST Program Manager<br>PR 2HX (\$55,962 - \$78,342)<br>FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel.<br>(One Position)                 | ReCAST Program Manager<br>PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER.<br>(One Position)   |
| Violence Prevention Manager<br>PR 2HX (\$55,962 - \$78,342)<br>(One Position – Vacant)  | Community Violence Prevention Manager<br>PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER.<br>(One Position)  |
| Violence Prevention Research Coordinator<br>PR 2JX (\$63,585 - \$89,016)<br>(One Position - Vacant)   | Data and Evaluation Coordinator<br>PR 2HX (\$55,962 - \$78,342)<br>FN: Recruitment is at \$58,737 and may be at any rate in the pay range with the approval of DER.<br>(One Position)  |

|   |   |
|---|---|
| New Position<br>(One Position)  | Grant Compliance Coordinator<br>PR 2HX (\$55,962 - \$78,342)<br>FN: Recruitment may be at any rate in the range with the approval of DER.<br>(One Position)                       |
| Injury and Violence Prevention Program Coordinator<br>PR 2FX (\$49,643 - \$68,968)<br>(Two Positions – One Vacant)      | Family Violence Prevention Program Coordinator<br>PR 2GX (\$52,498 - \$73,504)<br>FN: Recruitment may be at any rate in the range with the approval of DER.<br>(One Position)     |
|   | Community Violence Prevention Program Coordinator<br>PR 2GX (\$52,498 - \$73,504)<br>FN: Recruitment may be at any rate in the range with the approval of DER.<br>(Two Positions) |
| New Position<br>(One Position)  | ReCAST Program Coordinator<br>PR 2GX (\$52,498 - \$73,504)<br>FN: Recruitment may be at any rate in the range with the approval of DER.<br>(One Position)                         |
| ReCAST Program Coordinator<br>PR 2CN (\$40,678 - \$56,941)<br>FN: Recruitment is at \$46,382<br>(One Position – Vacant) | ReCAST Program Coordinator<br>PR 2GX (\$52,498 - \$73,504)<br>FN: Recruitment may be at any rate in the range with the approval of DER.<br>(One Position)                         |
| New Position<br>(One Position)  | Marketing and Communications Coordinator<br>PR 2FX (\$49,643 - \$68,968)<br>FN: Recruitment may be at any rate in the range with the approval of DER.<br>(One Position)           |
| New Position<br>(One Position)  | Community Outreach Project Liaison<br>PR 2FX (\$49,643 - \$68,968)<br>FN: Recruitment may be at any rate in the range with the approval of DER.<br>(One Position)                 |
| Administrative Assistant III<br>PR 5FN (\$41,326 - \$49,213)<br>FN: Recruitment is at \$43,390<br>(One Position)        | Administrative Assistant IV<br>PR 5IN (\$47,274 - \$55,763)<br>FN: Recruitment is at \$48,735<br>(One Position)   |

Note: Residents receive a rate that is 3% higher.

The Milwaukee Health Department has requested classification of five new positions that will be funded by ARPA (American Rescue Plan Act) funds, as well as a market study for current positions within the Office of Violence Prevention that will be affected by new grant reports and the implementation of the ARPA initiatives. Job descriptions were provided, and discussions were held with Sarah Wangerin, Human Resources Representative; Lindsey O'Connor, Human Resources Officer; and Kristen Johnson, Commissioner of Health.

|             |  |   |              |
|-------------|--|---|--------------|
| Current     | Violence Reduction and Prevention Program Director | PR IIX (\$76,988 - \$107,782)<br>FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel.                    | One Position |
| Recommended | Violence Reduction and Prevention Program Director | PR IIX (\$76,988 - \$107,782)<br>FN: Recruitment is at \$78,849 and may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. | One Position |

The Violence Reduction and Prevention Initiative Program Director is responsible for oversight of the City of Milwaukee Health Department's Office of Violence Prevention (OVP). The department's Office of Violence Prevention provides strategic direction and oversight for the City's efforts to reduce the risk of violence. The position serves as the top administrator within the Health Department's OVP encompassing the Commission on Domestic Violence & Sexual Assault; the Safe Exchange & Visitation Center grant; the Homicide Review Commission; and other recent key efforts or initiatives.

Through its staff leadership and partnership with multi-disciplinary teams of agencies and organizations, OVP collaboratively develops, implements, and evaluates effective and sustainable approaches to preventing interpersonal and community violence, including sexual assault, domestic violence, human trafficking, and gun violence. The position plays a key role in the community, representing the Health Department and the Mayor in many area partnerships, coalitions, networks, and activities relating to violence prevention. The position advises the Office of Intergovernmental Relations and other City officials in public policy matters pertaining to violence. Duties and responsibilities include:

- 50% Manage and support the activities of MCDVSA, including programming, education, policy development, data collection, and analysis; plan and develop standards for OVP program measurement/outcomes using existing and new resources and methods; provide leadership in research activities, including analysis of service impact on target populations, data collection, comparative analysis of various interventions, and surveillance community health indicators, such as domestic violence, youth violence interventions; represent the City of Milwaukee in internal and external community meetings, community councils, and other community based collaborations related to violence prevention efforts; and write, edit, and submit applications for grants in support of City and community plans and missions, as well as provide leadership in raising public, private, and foundation funds to support OVP programs.
- 40% Develop and maintain collaborative relationships with other City departments, state and federal organizations and funding agencies, medical providers, community-based organizations, advocacy agencies, and academic institutions to coordinate and consult on comprehensive city-wide efforts to reduce sexual assault, domestic violence, and youth violence; represent the City, and provide leadership to community violence prevention, sexual assault groups, as appropriate, on policies and initiatives that will have a high impact on impacted communities; prepare talking points, presentations, and ad-hoc reports as needed by the Health Commissioner, Mayor, and Common Council; participate in community planning concerning health and social welfare; act as spokesperson for all OVP programs to the media as assigned; represent the MHD and OVP at Common Council meetings, and speak for OVP programs; and staff Mayor and/or Commissioner in community meetings/events to provide information and/or follow-up on community concerns.
- 10% Analyze data for special projects of interest, and lead in the development of policies and programs related to the data outcomes; develop and participate in related training for appropriate

City of Milwaukee staff; lead and manage OVP staff in City-wide initiatives; and perform other duties as assigned by the Mayor or Commissioner of Health.

Minimum qualifications include a bachelor's degree in social work, criminal justice, public policy, human services or public health; and at least five years of related experience and/or training. Equivalent combinations of education and experience in family violence and community crime prevention efforts may be considered.

The Office of Violence Prevention is expanding due to new grants and funds provided by the American Rescue Plan Act. These grants and additional funding will lead to more community partnerships and expanded efforts and initiatives. This position's response to preventing trauma and promoting healing among Milwaukee's families, youth, and communities has been growing due to the Covid-19 pandemic and an upsurge of violence in the City of Milwaukee.

DER Compensation staff made comparisons to internal City positions and determined that the following positions perform work of similar level and complexity to the position of Violence Reduction and Prevention Program Director:

| Classification   | Function  |
|--|---|
| <b>Title:</b> Health Data and Evaluation Director<br><b>Pay Range:</b> 1GX (\$67,763 - \$94,870)*<br><b>Department:</b> MHD – Policy, Innovation and Engagement    | Provides leadership, management, and supervisory oversight of the Data and Evaluation Division and oversees a team of epidemiologist and data professionals who provide data for a broad range of programs within MHD.                              |
| <b>Title:</b> Health Strategy Director<br><b>Pay Range:</b> 1GX (\$67,763 - \$94,870)*<br><b>Department:</b> MHD – Policy, Innovation and Engagement               | Provides leadership and expertise to advance community engagement, systems improvement, and policy strategies leading to the successful realization of the overall mission and goals of MHD.  |
| <b>Title:</b> Home Environmental Health Director<br><b>Pay Range:</b> 1IX (\$76,988 - \$107,782)*<br><b>Department:</b> MHD – Environmental Health                 | Provides leadership for all activities to address hazards in the home environment that impact children's health.  |
| <b>Title:</b> Public Health Emergency Response Planning Director<br><b>Pay Range:</b> 1IX (\$76,988 - \$107,782)*<br><b>Department:</b> MHD – Environmental Health | This position oversees the development of the department's written emergency plans and protocols, internal and external resource identification and coordination of assets that may be deployed or managed by MHD during public health emergencies. |

\*Note: Positions have footnoted recruitment rates and/or recruitment flexibility.

We therefore recommend adding the recruitment rate of \$78,849 and continuing recruitment flexibility with the provision of approval from DER and Committee Chair of Finance and Personnel for the position of Violence Reduction and Prevention Program Director in Pay Range 1IX (\$76,988 - \$107,782).

| Current     | New Position                                     |   | One Position |
|-------------|--|---|--------------|
| Recommended | Office of Violence Prevention Operations Manager | PR 1HX (\$72,244 - \$101,137)<br>FN: Recruitment is at \$75,402 and may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. | One Position |

This position serves as the chief advisor to the Director of the Office of Violence Prevention on strategic planning and budgeting, grant funding allocation, data and evaluation, and general business operations. This position will serve as a member of the OVP administrative management team and reports to the Director of the Office of Violence Prevention. This position provides direction for administrative services including the supervision of staff involved in the preparation of budget and finance documents, data and evaluation, grants management, buildings and grounds services, procurement, and accounting within the Office of Violence Prevention and works collaboratively with MHD finance and other City departments to ensure the operational needs of OVP are met. Duties and responsibilities include:

- 30% Collaborates with the OVP Director to develop workforce planning strategies that effectively leverage budget dollars and help drive efficiency.
- 30% Develops and monitors the annual budget, in consultation with the OVP Director, Commissioner of Health, MHD Finance Office, and the City Budget Office; ensures regular reporting of grant funding allocations and outcomes.
- 20% Oversee and monitor departmental compliance with city, state, and federal grant requirements; oversee development and implementation of performance measurement tools to track outcomes; and attend and participate in meetings and committees on behalf of the OVP Director.
- 10% Appear before the Common Council as a representative of the Health Department and Office of Violence Prevention.
- 5% Assist in the hiring process and training of new staff.
- 5% Other duties as assigned, including responding to an emergency or broad impact event.

Minimum qualifications include a bachelor's degree in business, accounting, public administration, or a related field from an accredited college or university; and at least 3 years of management experience with increasing responsibility; and experience in grant writing and grant management and compliance. A master's degree is preferred. Equivalent combinations of education and experience may be considered.

The department indicated that this position will focus on serving as a senior strategist and analyst supporting the OVP Director and the managers within OVP to help ensure the department's goals and strategic objectives are met; provide guidance and counsel on operational issues, coordinate action items and deadlines, and ensure appropriate follow-through by staff; and collaborate with the OVP Director and MHD leadership team on the development and execution of OVP strategic plans and goals in junction with MHD as a whole.

Below are market rates of pay as reported by the Economic Research Institute (ERI), a salary survey to which DER subscribes:

## Operations Support Manager

| Years of Experience | 10th Percentile | 25th Percentile | Mean     | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|----------|-----------------|-----------------|
| 7                   | \$77,582        | \$83,596        | \$91,619 | \$99,360        | \$107,216       |
| 6                   | \$74,748        | \$80,529        | \$88,259 | \$95,708        | \$103,289       |
| 5                   | \$71,532        | \$77,047        | \$84,437 | \$91,550        | \$98,810        |
| 4                   | \$67,934        | \$73,152        | \$80,159 | \$86,887        | \$93,779        |
| 3                   | \$64,016        | \$68,914        | \$75,500 | \$81,803        | \$88,284        |
| 2                   | \$59,869        | \$64,432        | \$70,577 | \$76,424        | \$82,460        |
| 1                   | \$55,613        | \$59,836        | \$65,534 | \$70,916        | \$76,489        |

Source: ERI Data as of August 15, 2022

*ERI defines the Operations Support Manager as a position that manages and supports the overall business workflow and operations for an organization; organizes, delegates, and directs daily operations to ensure efficiency, competency, and technical proficiency. Oversees analysis of business operations activities; reviews results, addresses issues, develops action plans, and resolves day-to-day escalated operational issues; develops and ensures standard operating procedures, policies and practices are followed and maintained.*

Based off of the responsibilities in comparison to other positions that perform similar duties, and the market rates of pay in southeastern Wisconsin, this report recommends classifying this position as an Office of Violence Prevention Operations Manager and placing it in Pay Range 1HX (\$72,244 - \$101,137) with a recruitment rate of \$75,402. This report further recommends that recruitment may be at any point in the pay range based on experience and credentials with the approval of DER.

For the following manager positions, Family Violence Prevention Manager, Suicide Prevention Manager, ReCAST Program Manager, and Community Violence Prevention Manager, comparisons were made with already established positions within the City and compared with market data from ERI, a salary survey to which DER subscribes.

| Classification  | Function  |
|---|---|
| <b>Title:</b> Doula Program Manager<br><b>Pay Range:</b> 1EX (\$59,632 - \$83,481)*<br><b>Department:</b> MHD             | Provides supervision to the division's community Doulas; promotes, conducts, coordinates, reports upon, and evaluates public health interventions on individual, group, and community levels; and network and build relationships with birth workers and community partners in a variety of settings to benefit the residents of the City of Milwaukee. |
| <b>Title:</b> Healthcare Access Program Manager<br><b>Pay Range:</b> 1EX (\$59,632 - \$83,481)*<br><b>Department:</b> MHD | Oversees all outreach and enrollment efforts done through MHD, while simultaneously supervising, training, and supporting staff; and promotes the program through branding and networking to increase public awareness.   |
| <b>Title:</b> Strong Baby Program Manager<br><b>Pay Range:</b> 1EX (\$59,632 - \$83,481)*<br><b>Department:</b> MHD       | Provides leadership and coordination of the Title V Maternal Health Child Health Programming; outreach and education to community groups, data collection, quality improvement and analysis; supervision of program staff; and forging partnerships within the Milwaukee community and representing the MHD in area coalitions and networks.            |

\*Note: Positions have footnoted recruitment rates and/or recruitment flexibility.

Community Affairs Manager

| Years of Experience | 10th Percentile | 25th Percentile | Mean     | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|----------|-----------------|-----------------|
| 7                   | \$69,333        | \$75,127        | \$82,762 | \$90,195        | \$97,682        |
| 6                   | \$67,260        | \$72,883        | \$80,305 | \$87,516        | \$94,788        |
| 5                   | \$65,120        | \$70,566        | \$77,765 | \$84,746        | \$91,796        |
| 4                   | \$62,924        | \$68,185        | \$75,155 | \$81,900        | \$88,721        |
| 3                   | \$60,684        | \$65,756        | \$72,490 | \$78,992        | \$85,578        |
| 2                   | \$58,417        | \$63,295        | \$69,786 | \$76,042        | \$82,389        |
| 1                   | \$56,139        | \$60,819        | \$67,063 | \$73,069        | \$79,175        |

Source: ERI Data as of August 15, 2022

*ERI defines the Community Affairs Manager as a position that manages activities of an organization to coordinate functions of various community health and welfare programs; organizes and develops planning program to ascertain community requirements and problems in specific fields and determines agency responsibility for administering program; identifies functions of member agencies to avoid duplication of efforts and recommends curtailment, extension, modification, or initiation of services; and advises health and welfare agencies in planning and providing services based on community surveys and analyses.*

|             |   |  |              |
|-------------|---|--|--------------|
| Current     | Family Injury and Violence Prevention Manager | PR 2HX (\$55,962 - \$78,342)   | One Position |
| Recommended | Family Violence Prevention Manager            | PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER. | One Position |

The Family Injury and Violence Prevention Manager is responsible for the management of family and gender-based violence prevention efforts on behalf of the City of Milwaukee. This position will manage the development, coordination, and implementation of programs and initiatives focused on preventing family and gender-based violence. Areas of focus include but are not limited to, child abuse, human trafficking, domestic violence, and sexual assault prevention. This position will be accountable for advancing strategies outlined in the Blueprint for Peace focused on strengthening children, youth, and families in the City of Milwaukee. This position is also responsible for managing the operation of the Milwaukee Commission on Domestic Violence and Sexual Assault. This includes, but is not limited to, commission appointees, grant monitoring, budgeting, reporting, strategic planning, and project development. This position also supports the City's overall violence prevention efforts and directly supervises the Family of Violence Prevention Coordinator. Duties and responsibilities include:

- 25% Manage Commission on Domestic Violence and Sexual Assault (MCDVSA) activities; manage implementation of MCDVSA Strategic Plan; and supervise Family Injury and Violence Prevention Coordinator.
- 25% Identify and pursue funding opportunities for family and gender-based violence prevention; and manage grant implementation and budgeting.
- 20% Support implementation of Milwaukee's Blueprint for Peace; and advocate on behalf of local and statewide violence prevention.

- 15% Manage the implementation of the Safe Visitation and Exchange Center Justice for Families grant.
- 10% Lead and support ongoing communications among various City leaders, other government and community organizations, including regular updates on progress and challenges in family and gender-based violence prevention.
- 5% Other functions that may be assigned at the discretion of the Commission of Health, Deputy Commissioner of Community Health, or Director of the Office of Violence Prevention.

Minimum qualifications include a bachelor's degree in public health, social sciences, public administration, criminal justice, sociology, psychology, economics, or a related field from an accredited college or university; and four years of progressively responsible experience working with multi-disciplinary partners in a collaborative and action-oriented role, with high-risk youth, injury or violence prevention, or improving social conditions of health. Equivalent combinations of education and experience may be considered.

Based off of the aforementioned comparisons and market data, this report recommends that this position of Family Injury and Violence Prevention Manager in Pay Range 2HX (\$55,962 - \$78,342), be reclassified as a Family Violence Prevention Manager in Pay Range 2IX (\$59,632 - \$83,481) with a recruitment rate of \$71,134. This report further recommends providing recruitment flexibility so appointment can be any rate in the pay range with the approval of DER.

| Current     | New Position               |  | One Position |
|-------------|----------------------------|--|--------------|
| Recommended | Suicide Prevention Manager | PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER. | One Position |

This position will provide public health strategy, leadership and management expertise, consultation, and technical support to strengthen policies, systems, and community efforts that increase awareness and prevent suicide. Under the direction of the Director of the Office of Violence Prevention, this position will work collaboratively with system and community partners, local and national coalitions, and local suicide prevention organizations to coordinate efforts and increase capacity, create public campaigns, and provide trainings related to suicide prevention. This position translates community input along with public health evidence (data/findings) into prevention recommendations to ensure the appropriate public health measures are adopted. In addition, this position serves as a liaison to the public health system including other nonprofit agencies, schools, health care systems, and other City of Health Department programs. Duties and responsibilities include:

- 40% Develop, implement, and evaluate strategic and operational plans related to suicide prevention within the City of Milwaukee; prepare and provide public presentations related to the public health role, strategy, and impact associated with suicide prevention; develop options for policies, programs, services, ordinances, resolutions, legislative position, etc., related to suicide prevention; examine the feasibility and implications (e.g., fiscal, social, political, legal, geographic) of policies, programs, and services; explain the importance of evaluations for improving policies, programs, and services; conduct health impact, community needs, and capacity-assessments in collaboration with the OVP Research; identify and champion grant opportunities related to suicide prevention; assist in the development of media and public awareness campaigns; and provide analysis of public health policy with particular emphasis on the social determinants of health and achieving greater health equity, specifically addressing health disparities and increases in suicides among residents of color.



- 35% Develop and maintain collaborative relationships with other City departments, state and federal regulatory and funding agencies, medical providers, community-based organizations, advocacy agencies, and academic institutions to coordinate and consult on comprehensive city-wide efforts; participate in relevant workgroups, committees, meetings with the City, county, region, and state; negotiate for the use of community assets and resources through MOUs and other formal and informal agreements; use facilitative group processes effectively to advance community involvement; and utilize community input when developing public health policies and programs.
- 15% Assist in implementing the OVP’s community engagement strategy; process and screen all community education requests that the OVP receives; and conduct or assign trainings to the Community Outreach Specialist.
- 10% Other duties as assigned, including responding to an emergency or broad impact event.

Minimum qualifications include a bachelor’s degree in public health, public policy, population health, public administration, or a related field from an accredited college or university; and a minimum of three years of work experience in assessment, planning, or evaluation, preferably in a public health setting. Equivalent combinations of education and experience may be considered.

Based off of the aforementioned comparisons and market data, this report recommends that this new position be classified as a Suicide Prevention Manager in Pay Range 2IX (\$59,632 - \$83,481) with a recruitment rate of \$71,134. This report further recommends providing recruitment flexibility so appointment can be any rate in the pay range with the approval of DER.

|             |                        |   |              |
|-------------|------------------------|---|--------------|
| Current     | ReCAST Program Manager | PR 2HX (\$55,962 - \$78,342)<br>FN: Appointment may be at any rate in the pay range with the approval of DER and Chair of the Committee on Finance and Personnel. | One Position |
| Recommended | ReCAST Program Manager | PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER.                                  | One Position |

The ReCAST (Resiliency in Communities After Stress and Trauma) Program Manager is primarily responsible for the oversight and execution of the ReCAST MKE work plan and ensuring the goals and objectives of the plan are met. Under the direction of the Director of the Office of Violence Prevention, the ReCAST Program Manager will work to recruit and build the ReCAST MKE coalition. Duties and responsibilities include:

- 80% Manage the planning of program activities, meetings, and input according to ReCAST grant initiatives and goals with at least 20 organizations, programs, and community members per year (per grant guidelines); recruit and sustain a Community Coalition (recruitment continues ongoing) to support and guide project activities; conduct quarterly Project Steering Committee Meetings along with the OVP Director; implement the Community Strategic Plan with all partners, staff, coalition members, and community members; conduct Crisis Response Network meetings to increase coalition coordination and reduce gaps in evidence based violence prevention, community youth engagement programs, and access to trauma-informed behavioral health services; coordinate and schedule clinicians for deployment to meet emerging needs as they arise: crisis response, healing circles, and initial stabilization sessions, for key populations in the community; and implement a series of monthly trainings in trauma-informed approaches presented to first responders, educators, clergy, health and human services providers.

- 10% Coordinate written and verbal grant reporting requirements to US Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMSHA); and report on program activities and impact to relevant Common Council members and committees.
- 10% Provide direct supervision to the ReCAST Program Coordinator.

Minimum qualifications include a bachelor's degree in social work, criminal justice, public policy, human services, public health or a related field from an accredited college or university; and at least three years of professional experience working with multi-disciplinary partners in a collaborative and action-oriented role, with high-risk youth, injury or violence prevention, or improving social determinants of health. Equivalent combinations of education and experience may be considered.

Based off of the aforementioned comparisons and market data, this report recommends that this position of ReCAST Program Manager in Pay Range 2HX (\$55,962 - \$78,342), be reallocated and placed in Pay Range 2IX (\$59,632 - \$83,481) with a recruitment rate of \$71,134. This report further recommends providing recruitment flexibility so appointment can be any rate in the pay range with the approval of DER.

|             |                                       |  |              |
|-------------|---------------------------------------|--|--------------|
| Current     | Violence Prevention Manager           | PR 2HX (\$55,962 - \$78,342)   | One Position |
| Recommended | Community Violence Prevention Manager | PR 2IX (\$59,632 - \$83,481)<br>FN: Recruitment is at \$71,134 and may be at any rate in the pay range with the approval of DER. | One Position |

The Community Violence Prevention Manager is responsible for the direction and management of a strategic effort on community engagement, community violence intervention strategies, and the development of a coordinated community response system. This position, based in the Milwaukee Health Department's Office of Violence Prevention, will lead in the implementation of the Milwaukee Violence Prevention Partnership. The position is responsible for multi-agency and community collaboration, alignment with current and future Office of Violence Prevention Initiatives, policy development, establishment of measurable objectives and activities and evaluation of the plan, and oversight of data and collection analysis. Duties and responsibilities include:

- 20% Establish and maintain Milwaukee Violence Prevention Partnership Steering Committee; develop process and action agenda; oversee creation of community stakeholder teams and community planning process; assist the committee in setting clear outcomes and agendas based on action towards those outcomes; and ensure the committee is informed and relevant, and manage their participation in community forums.
- 20% Lead assessment of local capacity to deliver services and fine gaps in service delivery; and identify ways the City and Steering Committee members can increase local capacity to address those gaps.
- 20% Facilitate trainings and community organizing related to the implementation of the Blueprint for Peace; set expectation and accountability for implementation; and revise based on results.
- 15% Advocate for resource and organizational alignment on community violence prevention; and identify with community partners funding opportunities to support violence prevention activities.

- 10% Lead and support ongoing communication among various City leaders, other government and community organizations, including regular updates on progress and challenges in youth development and violence reduction.
- 10% Supervise the Community Engagement Coordinator and Community Response Coordinator.
- 5% Other functions may be assigned at the discretion of the OVP Director/ Commissioner/ Mayor/ Council and could include development of positions on state and federal policy impacting youth violence prevention, participation in community education activities, etc.

Minimum qualifications include a bachelor's degree in public health, social sciences, public administration, criminal justice, sociology, psychology, economics, or a closely related field from an accredited college or university; four years of progressively responsible experience working with multi-disciplinary partners in a collaborative and action-oriented role, with high-risk youth, injury or violence prevention, or improving social conditions of health. Equivalent combination of education and experience may be considered.

Based off of the aforementioned comparisons and market data, this report recommends that this position of Violence Prevention Manager in Pay Range 2HX (\$55,962 - \$78,342), be reclassified as a Community Violence Prevention Manager in Pay Range 2IX (\$59,632 - \$83,481) with a recruitment rate of \$71,134. This report further recommends providing recruitment flexibility so appointment can be any rate in the pay range with the approval of DER.

|             |  |  |              |
|-------------|--|--|--------------|
| Current     | Violence Prevention Research Coordinator | PR 2JX (\$63,585 - \$89,016)   | One Position |
| Recommended | Data and Evaluation Coordinator          | PR 2HX (\$55,962 - \$78,342)<br>FN: Recruitment is at \$58,737 and may be at any rate in the pay range with the approval of DER. | One Position |

The Data and Evaluation Coordinator will lead the collection, analysis, interpretation and visualization of data for the Office of Violence Prevention. This position is responsible for data management and routine statistical analyses to be utilized in program evaluation and public health research, both internal to MHD and designated community and academic partners. The Coordinator will also be responsible for presenting data to internal and external stakeholders using interactive data visualization solutions including statistics software, GIS mapping, Tableau and other state of the art tools. This individual will play a key role in a high performing team in a fast pace environment. Understanding and approaching violence from a public health framework requires consistent and reliable information to inform strategies, policy, and program evaluation. The position is a member of the Data and Evaluation Division and supervised by the Director of Health Data and Evaluation. Duties and responsibilities include:

- 50% Manages collection, analyses, and presentation of violence prevention data; conducts data collection and management; performs complex and exploratory data analysis; translate data into visual presentation using GIS mapping, Tableau and other data visualization tools; create presentations for communicating data content and interpretation; and develop and manage data sharing agreements and processes to improve data set transfer and analysis.
- 20% Prepares policy and research reports in the areas of violence and violence prevention; reviews existing research and relevant policy in the areas of criminal justice, violence, and violence prevention; respond to intergovernmental inquiries regarding violence prevention policy priorities; and participate in and prepare reports for homicide and non-fatal shooting reviews.

- 20% Program evaluation and reporting; develops metrics for goals and strategies supported by the MHD Office of Violence Prevention; develop and monitor dashboards for activities facilitated by the MHD Office of Violence Prevention and designated partners; implement evaluation tools across MHD OVP program areas and manage data collection from external partners for evaluation purposes; and serve as convener for data and evaluation partners relevant to MHD OVP activities including the Blueprint for Peace.
- 8% Grant writing and grants management; prepare grant applications to support the review process and related data and evaluation activities of MHD OVP; supports all scientific, managerial, and fiscal aspects of the review process; and serves as the primary lead with grant reporting.
- 2% Perform all other duties and tasks assigned by the Director of Health Data and Evaluation.

Minimum qualifications include a bachelor's degree in epidemiology, criminal justice, psychology, social work, public health, or a related field from an accredited college or university; and at least two years of project management experience performing duties closely related to the essential functions as listed above. Equivalent combinations of education and experience may be considered.

The duties of this position closely align with those classified as Data and Evaluation Coordinators in Pay Range 2HX (\$55,962 - \$78,342) with a recruitment rate of \$58,737.

The Department is in agreeance and believes that this position should be uniform with other Data and Evaluation Coordinators within the Policy, Innovation and Engagement Division. While this position will be reporting to the Policy, Innovation and Engagement Division, this position will be specialized to focus on the Office of Violence Prevention.

Therefore, this report recommends that this vacant position of Violence Prevention Research Coordinator in Pay Range 2JX (\$63,585 - \$89,016), be reclassified as a Data and Evaluation Coordinator in Pay Range 2HX (\$55,962 - \$78,342) with a recruitment rate of \$58,737 and recruitment flexibility anywhere in the pay range with DER approval.

|             |                              |   |              |
|-------------|------------------------------|---|--------------|
| Current     | New Position                 |   | One Position |
| Recommended | Grant Compliance Coordinator | PR 2HX (\$55,962 - \$78,342)<br>FN: Recruitment may be at any rate in the range with the approval of DER. | One Position |

Under the direction and supervision of the Budget and Administration Manager, the Grants Fiscal Coordinator is responsible for supporting the monitoring the Office of Violence Prevention's (OVP) numerous grants. This includes working with the program managers to keep their grants in budget, tracking and monitoring invoicing. This position also assists the Senior Operations Manager in implementing, planning, and supervising departmental accounting and budgeting activities for the Office of Violence Prevention grants. Duties and responsibilities include:

- 85% Responsible for monitoring grant and general budget expenditures and reviewing them with the respective managers; work with managers for timely submission of grant activities and documentation; under the direction of the Budget and Administration Manager, ensure the proper charging of labor to the grants; work with the Office of Violence Prevention Operations Manager to prepare common council files and resolutions for grants; work closely with the MHD Finance team and Comptroller's Office to ensure proper fiscal reporting of grant budgets and expenditures; and prepare or review expenditure reports, billings, and fiscal grant reports.

15% Special projects and other duties as assigned.

Minimum qualifications include a bachelor's degree in business, accounting, public administration, or a related field from an accredited college or university; and at least two years of experience in related grant activities. Equivalent combinations of education and experience may be considered.

Below are market rates of pay as reported by the Economic Research Institute (ERI), a salary survey to which DER subscribes:

Grant Coordinator

| Years of Experience | 10th Percentile | 25th Percentile | Mean     | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|----------|-----------------|-----------------|
| 7                   | \$54,312        | \$58,906        | \$65,067 | \$71,001        | \$77,063        |
| 6                   | \$52,578        | \$57,013        | \$62,974 | \$68,706        | \$74,573        |
| 5                   | \$50,693        | \$54,950        | \$60,692 | \$66,201        | \$71,853        |
| 4                   | \$48,681        | \$52,743        | \$58,245 | \$63,512        | \$68,931        |
| 3                   | \$46,576        | \$50,424        | \$55,668 | \$60,678        | \$65,849        |
| 2                   | \$44,416        | \$48,039        | \$53,007 | \$57,746        | \$62,657        |
| 1                   | \$42,231        | \$45,639        | \$50,315 | \$54,773        | \$59,416        |

Source: ERI Data as of August 15, 2022

*ERI defines the Grant Coordinator as a position that creates and structures grant-funded programs; discusses program requirements and sources of funds available with administrative personnel; outlines how funds are to be used and explains procedures necessary to obtain funding; works with fiscal officer in preparing narrative justification for budgetary expenditures; and follows and reports on the grant funding process, and assists department personnel in writing periodic reports to comply with grant requirements.*

In conversations with the Department, it is deemed that this position will report to the Finance and Administration section of MHD to maintain uniformity within the department. While this position will be reporting to the Health Budget and Administration Manager, this position will be specialized to focus on the Office of Violence Prevention.

Therefore, this report recommends that this new position be classified as a Grant Compliance Coordinator in Pay Range 2HX (\$55,962 - \$78,342). This report further recommends recruitment flexibility anywhere in the pay range with DER approval.

For the following coordinator positions, Family Violence Prevention Program Coordinator, Community Violence Prevention Program Coordinator, and ReCAST Program Coordinator, market data was pulled from ERI, a salary survey to which DER subscribes:

## Health Education Program Coordinator

| Years of Experience | 10th Percentile | 25th Percentile | Mean     | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|----------|-----------------|-----------------|
| 7                   | \$50,426        | \$53,948        | \$58,824 | \$63,284        | \$68,007        |
| 6                   | \$49,076        | \$52,485        | \$57,217 | \$61,535        | \$66,114        |
| 5                   | \$47,704        | \$50,995        | \$55,579 | \$59,751        | \$64,184        |
| 4                   | \$46,312        | \$49,485        | \$53,916 | \$57,939        | \$62,223        |
| 3                   | \$44,906        | \$47,962        | \$52,235 | \$56,107        | \$60,239        |
| 2                   | \$43,486        | \$46,434        | \$50,547 | \$54,265        | \$58,244        |
| 1                   | \$42,054        | \$44,906        | \$48,862 | \$52,422        | \$56,248        |

Source: ERI Data as of August 15, 2022

*ERI defines the Health Education Program Coordinator as a position that coordinates and oversees health education programs and services; designs, develops, and implements program activities/ curriculum centered around educating people on the benefits of a healthy lifestyle; researches health trends and best practices for various health subjects; assists with marketing and outreach initiatives to expand program base; and schedules and supports in the design and implementation of health workshops and seminars.*

|             |  |   |              |
|-------------|--|---|--------------|
| Current     | Injury and Violence Prevention Program Coordinator | PR 2FX (\$49,643 - \$68,968)  | One Position |
| Recommended | Family Violence Prevention Program Coordinator     | PR 2GX (\$52,498 - \$73,504)<br>FN: Recruitment may be at any rate in the range with the approval of DER. | One Position |

The Family Injury and Violence Prevention Program Coordinator is responsible for coordinating the activities of the Milwaukee Commission on Domestic Violence and Sexual Assault (Commission). This includes, but is not limited to grant monitoring, budgeting, reporting, strategic planning, and project development. This position also supports the City's violence prevention efforts. Duties and responsibilities include:

- 30% Provide daily program management for the Family Violence Prevention Program, including budget management, program planning, monitoring, report writing, program evaluation, grant writing, community liaison work, collaboration building, and research; support the City's violence prevention efforts.
- 25% Staff Commission – this includes scheduling, facilitating, and disseminating minutes for monthly meetings; serve as liaison to local, state, and national initiatives as needed; link victims with community services and resources; respond to media inquiries; and attend and participate in committees and community meetings.
- 25% Work with private, public, volunteer, and City of Milwaukee sector in a community coordinated effort to assure continuation of care in the area of domestic violence, sexual assault, and intentional injury- this includes treatment, referral, follow-up, education, and outreach work; and represent MHD in the community when doing presentations, workshops, or attending local information sessions.
- 15% Assess and advise MHD and Commission on pending legislation and policy relevant to domestic violence, sexual assault, and intentional injury.

5% Perform other duties as assigned.

Minimum qualifications include a bachelor’s degree in public health, public administration, criminal justice, sociology, psychology, economics, or a related field from an accredited college or university; and two years of professional experience working with youth and diverse stakeholders to achieve program goals. Equivalent combination of education and experience may be considered.

This position’s response to family injury and violence has been growing due to the Covid-19 pandemic and an upsurge of violence in the City of Milwaukee. The position will now have a main focus of aiding victims of domestic violence, sexual assault and intentional injury through a coordinated effort of community resources and programs.

Based off of the aforementioned market data and the narrowed focus on domestic violence, this report recommends that this position of Injury and Violence Prevention Program Coordinator in Pay Range 2FX (\$49,643 - \$68,968), be reclassified as a Family Violence Prevention Coordinator in Pay Range 2GX (\$52,498 - \$73,504). This report further recommends providing recruitment flexibility so appointment can be any rate in the pay range with the approval of DER.

|             |  |   |               |
|-------------|--|---|---------------|
| Current     | Injury and Violence Prevention Program Coordinator | PR 2FX (\$49,643 - \$68,968)  | One Position  |
| Current     | New Position                                       |   | One Position  |
| Recommended | Community Violence Prevention Program Coordinator  | PR 2GX (\$52,498 - \$73,504)<br>FN: Recruitment may be at any rate in the range with the approval of DER. | Two Positions |

The Community Violence Prevention Coordinator will advance the Office of Violence Prevention’s mission to prevent and reduce violence through partnerships that strengthen youth, families, and neighborhoods. This role is responsible for supporting the city-wide implementation of Goal 3 of the Blueprint for Peace, which focuses on strengthening children, youth, and families with a specific focus on improving access to quality youth development opportunities, promoting trauma and healing responsive schools, programs, and services, preventing child abuse and neglect, and building stronger pathways for reconnection of youth returning from juvenile corrections. Key functions include management of efforts to improve out-of-school time coordination, maintaining outcome driven partnerships with MPS, MPD, libraries, and other City departments. Working under the supervision of the Community Violence Prevention Manager, the Community Violence Prevention Coordinator will facilitate the partnerships and activities focused on community and youth violence prevention and engagement. Duties and responsibilities include:

- 40% Research and share best practices for youth violence prevention in communities across the US and world; develop innovative approaches for implementing violence prevention efforts in Milwaukee; educate youth serving agency leaders on the Blueprint for Peace and provide support for aligning activities and services with the strategies in the Blueprint; communicate progress of Blueprint alignment and implementation; facilitate workshops and trainings to youth, adults, and other community members on various topics relevant to youth development and violence prevention.
- 25% Plan and facilitate meetings and events with system and community partners; track and report partnership engagement and impact of community and youth violence prevention activities in Milwaukee.

- 25% Communicate with partners/policy makers and others; provide regular updates to Common Council and other key interest groups (i.e. philanthropy, youth civic, faith, school groups) through community presentations/events, social, or broadcast media; along with the manager, represent the City of Milwaukee and/or Health Department in meetings with community partners; and respond to constituent requests pertaining to youth development and violence prevention resources.
- 10% Coordinate with internal city partners to align efforts and build capacity to improve opportunity and reduce risk for youth.
- 5% Other duties may be assigned at the discretion of the OVP Director, Community Violence Prevention Manager, or Health Commissioner that could include assistance with the development of youth violence prevention policy agenda, participation in community health fairs, preparing background and talking points for City leaders regarding youth development and violence prevention.

Minimum qualifications include a bachelor's degree in public health, social sciences, public administration, criminal justice, sociology, psychology, economics, or a related field from an accredited college or university; and three years of professional experience working with youth and diverse stakeholders to achieve program goals. Equivalent combination of education and experience may be considered.

This position's response to family injury and violence has been growing due to the Covid-19 pandemic and an upsurge of violence in the City of Milwaukee. The position will now have a main focus of strengthening children, youth, and families with a specific focus on improving access to quality youth development opportunities, promoting trauma and healing responsive schools, programs, and services, preventing child abuse and neglect and building stronger pathways for reconnection of youth returning from juvenile corrections so as to better connect and heal the community.

Based off of the aforementioned market data and the narrowed focus on community violence prevention through youth intervention, this report recommends that this position of Injury and Violence Prevention Program Coordinator in Pay Range 2FX (\$49,643 - \$68,968), be reclassified as a Community Violence Prevention Program Coordinator in Pay Range 2GX (\$52,498 - \$73,504). This report also recommends an additional new position with the same duties be classified as a Community Violence Prevention Program Coordinator in Pay Range 2GX (\$52,498 - \$73,504). Furthermore, this report recommends providing recruitment flexibility so appointment can be any rate in the pay range with the approval of DER.

|             |                            |   |              |
|-------------|----------------------------|---|--------------|
| Current     | ReCAST Program Coordinator | PR 2CN (\$40,678 - \$56,941)<br>FN: Recruitment is at \$46,382  | One Position |
| Recommended | ReCAST Program Coordinator | PR 2GX (\$52,498 - \$73,504)<br>FN: Recruitment may be at any rate in the range with the approval of DER. | One Position |

The ReCAST Program Coordinator will provide administrative and programming support for the ReCAST Milwaukee Initiative. ReCAST Milwaukee is a program funding through a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) focused on preventing trauma and promoting healing among youth ages 12-24. Under the supervision of the ReCAST Program Manager, the coordinator will support day to day implementation of ReCAST activities and other programs within the OVP. This position should be able to manage multiple projects and tasks in a fast pace and high demand environment. The incumbent must have strong communication, inter-personal, and administrative skills and familiarity with social media and applications for project management tools. Duties and responsibilities include:



- 50% Staff information and resource tables promoting OVP and ReCAST related resources; build on existing efforts to identify, classify, and assess behavioral health and other culturally competent, trauma-informed resources for youth and their families; develop an easy interface for other youth and family-serving professionals to access information about these resources; engage community and institutional partners to participate in department coalitions and strategy meetings; develop a series of learning experiences for youth-serving professionals that increases their capacity to appropriately refer high-risk youth and their families to resources, including referrals to culturally competent, trauma-informed behavioral health services; assist in the coordination of a professional development calendar of learning experiences (trainings, workshops, and shadowing, coaching); assist in the coordination of department sponsored community events; represent the department at community coalition and other program related meetings as assigned; conduct regular site visits to department funded organizations to monitor implementation of project requirements; and coordinate with all ReCAST MKE Project staff on a regular basis to support project goals, monitoring, and reporting.
- 25% Manage administrative tasks relate dot program implementation including documentation, logistics, and program monitoring; coordinate processes for project management and coordination across multiple partners and projects using project management software; document meeting and event notes and outcomes electronically and on flip chart paper; transcribe notes and other pertinent information for planning and distribution; coordinate event planning, logistics, and activities; and support fiscal management/contracting and reporting to the funding sources as needed.
- 25% Manage OVP and ReCAST MKE social media and other digital communication platforms in coordination with the Marketing and Communications Officer; produce digital updates using communication software such as Constant Contact and Spark Post; manage OVP website in coordination with the City of Milwaukee ITMD; and perform all other duties and tasks as assigned by the ReCAST Program Manager or Director of the Office of Violence Prevention.

Minimum qualifications include a bachelor’s degree in public health, social work, education, health education, or a related field from an accredited college or university; and one year of experience coordinating or providing administrative support to youth or community programs. Equivalent combination of education and experience may be considered.

Based off of the aforementioned market data, this report recommends that this position of ReCAST Program Coordinator in Pay Range 2CN (\$40,678 - \$56,941) with a recruitment rate of \$46,382, be reallocated and placed in Pay Range 2GX (\$52,498 - \$73,504). Furthermore, this report recommends providing recruitment flexibility so appointment can be any rate in the pay range with the approval of DER.

|             |  |   |              |
|-------------|--|---|--------------|
| Current     | New Position                             |   | One Position |
| Recommended | Marketing and Communications Coordinator | PR 2FX (\$49,643 - \$68,968)<br>FN: Recruitment may be at any rate in the range with the approval of DER. | One Position |

This position is responsible for executing, monitoring, and measuring the Office of Violence Prevention’s social media and digital marketing strategy with the goal of elevating the digital presence across social and digital channels. Experience in marketing and/or communications and exhibiting a passion for social media – both on established and new media, such as TikTok, Facebook, and Instagram is essential for this role and for the advancement of the work. The incumbent must demonstrate a desire for connecting to consumers combined with creative business savvy skills while engaging in an authentic way through relevant social media content. Duties and responsibilities include:

- 75% Works directly with the Marketing and Communications Officer and the Violence Prevention and Reduction Program Director to assist with the development of social content strategies for Facebook, Twitter, Instagram, Instagram Stories, LinkedIn, TikTok, YouTube, and other emerging social media platforms; plans and executes social media campaigns, including working with social media influencers when needed, on social channels; engages with communities across all social channels in a timely manner; addresses community inquiries and escalates concerns appropriately; acts as producer on video shoots for social specific content and provides feedback on all assets; maintains an excellent understanding of digital marketing across key channels, including digital apps, email, social, and paid media; and creates content that promotes audience interaction, increases audience engagement on all sites, and encourages audience participation.
- 15% Stay apprised of trends and development in the field by reading and conducting research; and participate in training and professional development related to public relations, media, marketing, and communications.
- 10% Other projects supporting the marketing and communications of the Health Department.

Minimum qualifications include a bachelor’s degree in media relations, communications, marketing, journalism, public administration, or a closely related field from an accredited college or university; and two years of progressively responsible experience in journalism, marketing, media or public relations, or communications performing duties related to this position; and experience in strategic communications and social media management. Equivalent combinations of education and experience may be considered.

This position is performing similar duties to those of the classified Marketing and Communications Coordinator. During conversations with the Department, it has been expressed that this position will report to the Marketing and Communications Officer in the Communications section of MHD to ensure there is uniformity in the MHD vision and branding. This position will have a focus on the representation of the Office of Violence Prevention in public forums, media events, committees, and workgroups in junction with the Milwaukee Health Department’s goals and visions.

We therefore recommend classifying this new position as a Marketing and Communications Coordinator in Pay Range 2FX (\$49,643 - \$68,968) with recruitment flexibility at any point in the range with DER approval.

|             |                                    |   |              |
|-------------|------------------------------------|---|--------------|
| Current     | New Position                       |   | One Position |
| Recommended | Community Outreach Project Liaison | PR 2FX (\$49,643 - \$68,968)<br>FN: Recruitment may be at any rate in the range with the approval of DER. | One Position |

This position will assist in the planning and implementation of a coordinated community response system to prevent violence and support for community members that have been impacted by violence. Key functions include providing staff support in building key partnerships and awareness, assist in planning and implementation of OVP led community events, and increase and strengthen partnerships with community organizations. The incumbent will work closely with the various coordinators within OVP and provide support to the managers. This position will plan and lead community meetings, outreach activities, and be part of the community violence team within the Office of Violence Prevention. Duties and responsibilities include:

- 70% Assist victims of Milwaukee with identifying resources and support in the community; lead community meetings, plan outreach activities, and report on planning and action items;

participate in the development and implementation of a coordinated crisis response system to include system and community partners; provide referrals for children, youth, families, and community members as needed; provide practical and culturally appropriate support to individuals within the context of their immediate families and community members; compile and submit regular progress updates/reports (weekly, monthly, and quarterly); facilitate and coordinate events or workshops related to responses intervention; and serve as a law enforcement liaison to assist police agencies, mental health receiving facilities, the Department of Children, Youth and Families, and mental health community resources.

20% Generate memos, letters, and reports; prepare and facilitate presentations to employees, community groups, and outside agencies; and ability to coordinate with other partners in a professional, clear, and responsible manner.

10% Other duties at the discretion of the ReCAST Program Manager or OVP Director.

Minimum qualifications include a bachelor's degree from an accredited college or university with major course work in public health, social sciences, public administration, criminal justice, sociology, psychology, economics, or related fields; and a minimum of two years of relevant professional experience, including experience working with youth and experience working with diverse stakeholders to achieve goals. Equivalent combination of education and experience may be considered.

This position coordinates the activities of the community outreach programs, projects and initiatives within the Office of Violence Prevention, with a focus on the community violence team and the ReCAST program. Furthermore, this position serves as a liaison between internal divisions of the office, other City departments and government agencies, and community stakeholders.

DER Compensation has determined that this new position performs work of similar level and complexity to that of other classified Community Outreach Project Liaisons in Pay Range 2FX (\$49,643 - \$68,968). The Community Outreach Project Liaisons within the City Clerk and DCD both act as liaisons between community groups, residents, and local government agencies; work with neighborhood residents and community organizations to identify issues and develop strategies to collectively address them; provide support for the activities of various community outreach and engagement programs, projects and initiatives of their respective offices; and coordinate the planning and execution of related special events.

This report recommends classifying this position as a Community Outreach Project Liaison in Pay Range 2FX (\$49,643 - \$68,968). This report further recommends that recruitment may be at any point in the pay range based on experience and credentials with the approval of DER.

|             |                              |  |              |
|-------------|------------------------------|--|--------------|
| Current     | Administrative Assistant III | PR 5FN (\$41,326 - \$49,213)<br>FN: Recruitment is at \$43,390 | One Position |
| Recommended | Administrative Assistant IV  | PR 5IN (\$47,274 - \$55,763)<br>FN: Recruitment is at \$48,735 | One Position |

The Health Services Coordinator is primarily responsible for providing high-quality administrative support to the Director of the Office of Violence Prevention, Violence Prevention Manager, and the ReCAST Program Manager. This position will be responsible for assisting the OVP by providing accurate and timely management of all administrative aspects of the OVP and ReCAST MKE. This will entail direct support of its mission, goals, and activities. Duties and responsibilities include:

70% Maintaining the calendars of OVP staff, including location and contact information for routine meetings with departmental personnel and other external appointments; process incoming and outgoing mail; answering and directing telephone inquiries to appropriate persons or departments; maintain filing systems; maintain equipment and supplies inventories; coordinate travel,

including event registration, booking flights, hotel, and submitting travel paperwork for approval, travel advances and reimbursement as necessary for the OVP team; manage logistics for events and meetings including booking, catering, room set up, etc.; prepare OVP communications and reports for internal and external consumption using data bases, spreadsheets, word processing, email, presentation software or other similar applications; process requests for Director’s signature from OVP staff or other departmental personnel; and take minutes at meetings.

20% Coordinate the scheduling of meetings among external program and project partners and OVP staff and participate in community meetings and events as assigned.

10% Other duties as assigned.

Minimum qualifications include a high school diploma or GED and four years of related office support/administrative experience. Equivalent combination of education and experience may be considered.

The duties of this position have increased due to the restructuring and expansion of the Office of Violence Prevention under ARPA funding; six regular staff members have been added and community partners have also increased. Duties listed are comparable to those of an Administrative Assistant IV in Pay Range 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735. Main functions include process, review and prioritize correspondence and refer to the appropriate staff for action; organize and reconcile travel arrangements for the Commissioner and accompanying staff; coordinate and schedule meetings; and coordinate tracking system and prepare departmental records.


We therefore recommend reclassifying one position of Administrative Assistant III in Pay Range 5FN (\$41,326 - \$49,213) with a recruitment rate of \$43,390, to an Administrative Assistant IV in Pay Range PR 5IN (\$47,274 - \$55,763) with a recruitment rate of \$48,735.

**Action Required – Effective Pay Period 20, 2022 (September 18, 2022)**

**\* See addendum included in CCFN: 220531 for Salary and Position Ordinance changes.**

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